Common Mistakes Found on ICS-209 Reports

The National Interagency Coordination Center (NICC) spends a lot of time correcting mistakes and omissions found on ICS-209 reports. This affects the quality of information provided on the National Incident Management Situation Report (IMSR). While some mistakes or omissions made on the 209 may seem trivial, they can dramatically impact the Intelligence Section at the NICC.

For example, omitting a lat/long in block 13 (or providing an incorrect lat/long) takes a lot of time to correct at the NICC. A correct lat/long is needed for the Large Fire Map produced each day, as well as for GIS analysis. The NICC often finds large fires placed in the wrong state, the wrong GACC, or out in the ocean due to incorrect lat/long information. Each significant error or omission found on a 209 must be corrected or reconciled in order to complete the many reports the NICC Intelligence Section produces each day.

While we see many errors and omissions on ICS-209 reports, this document lists only the most common errors that cause us difficulties at the NICC. The list is not in any particular order. Refer to the attached ICS-209 to identify block numbers cited below.

1) Incomplete 209s. Blocks 28, 29, 33, 34, 39 and 44 are all used to provide key narrative information in the IMSR and other reports generated by the NICC Intelligence Section. Sometimes we see 209 reports either with these blocks empty or no substantive information provided.

2) State Unit (block 11) not correctly identified. Block 11 identifies the agency responsible for managing an incident, while block 13 identifies the ownership of the ground the fire started on.

3) Lat/long (block 13) missing or incorrect. This is a significant problem for the NICC to correct incorrect lat/longs, and the information is used by many people for GIS analysis. A correct lat/long should be taken at the incident point of origin (which should have been done during initial attack), using lat/long in degrees, minutes and seconds (datum NAD83). Block 13 often disagrees with block 14 (location description).

4) Short Location Description (block 14) is missing or contains incorrect information. For example, "s of river on Saylor Ck Rd". The correct format is: miles in compass direction from town, and state 2-digit identifier. For example, '5 miles SW of Boise, ID.' The town should be large enough to be found on a Rand-McNally Road Atlas so that readers of the IMSR can locate the fire on such a map.

5) Complex fires not correctly reported. The ICS-209 User's Guide provides direction on the reporting of complex fires. We see fires not correctly finalized in the 209 system when they merge with a complex. A complex fire must be properly identified in the 209 (block 5 should include the word 'Complex'). Remarks (block 44) should include all <u>significant</u> fires within the complex (especially if the fires were previously reported with their own 209s), including a daily acreage update for each fire (in parenthesis after the name).

6) Incident Management Team information is incorrect or missing. Assigning a team to an incident is a significant event. Yet this information is often omitted from the 209. If an IMT is ordered for an incident, that information should be provided in block 44 (Remarks). The Intelligence Section uses block 9 to identify who is in charge of the incident for the IMSR (see next).

7) IMT Type (block 10) is incorrect. The purpose of block 10 is not to identify the qualifications of an incident commander, but rather to show that an IMT is assigned to the incident. The large fire narrative in the IMSR will use the information from blocks 9 and 10 to identify a team assigned to an incident.

8) Spelling errors. We see proper names misspelled all the time. This includes incident names, IC names and geographic locations.

9) An incident gets a name change, or an incident number change, but no mention of this is made in Remarks. Remarks should state that the incident changed its name or incident number.

10) Committed Resources (block 45) includes incorrect resource counts. For example, single resources are often listed in the strike team columns. Also, total number of persons assigned to an incident doesn't match the resources committed (for example, eight crews are assigned, but only 40 people total are reported assigned to the incident).

11) Incident Kind (block 6) may not agree with the rest of the 209. For example, the incident name may identify it as a WFU fire, but block 6 shows it as a wildfire.

12) Fuels Involved (block 32) is incomplete or provides erroneous information. The drop-down list in this block is often not used, or the entire block is left blank. This information is used to identify whether the incident should be included in the IMSR. The drop-down list should be used to identify the *primary carrier fuel*. Additional fuels information can be provided in the additional cells of the block, but the drop-down list should be used for purposes of the IMSR.

13) Today's observed fire behavior (block 33) is often left blank. The NICC Intelligence Section relies on this block to provide narrative fire behavior information in the IMSR.

The ICS-209 User's guide provides direction on the proper completion of the ICS-209 report.

Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial | Update | Final	4: Incident Number	5: Incident Name

6: Incident Kind	7: Start Date Time	8: Cause	9: Incident Commander	10: IMT Type	11: State-Unit

12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:	14: Short Location Description (in reference to nearest town):

Current Situation

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:	18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat -------- No likely threat ---------------			Residence			
			Commercial Property			
			Outbuilding/Other			

26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

12 hours:

24 hours:

48 hours:

72 hours:

27: Critical Resource Needs (kind & amount, in priority order):
1.
2.
3.

28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.)
Relate critical resources needs identified above to the Incident Action Plan.

29: Resources threatened (kind(s) and value/significance):

30: Current Weather Conditions Wind Speed: mph Temperature: Wind Direction: Relative Humidity:	31: Resource benefits/objectives (for prescribed/wildland fire use only):

32: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

33: Today's observed fire behavior (leave blank for non-fire events):

34: Significant events today (closures, evacuations, significant progress made, etc.):

Outlook			
35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:	38: Tomorrow's Forecasted Weather Wind Speed: mph Temperature: Wind Direction: Relative Humidity:

39: Actions planned for next operational period:

40: Projected incident movement/spread during next operational period:

41: For fire incidents, describe resistance to control in terms of:
1. Growth Potential -
2. Difficulty of Terrain -

42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?

43: Projected demobilization start date:

44: Remarks:

45: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

46: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

47: Prepared by:	48: Approved by:	49: Sent to: by: Date: Time: